

Instructions for

PRODUCT TRANSFER REPORT (PTR)

RESPONSIBILITY

Except for exemptions noted below, the operator of a catcher/processor or mothership or the manager of a shoreside processor or stationary floating processor must **complete and submit a separate PTR for each transfer (shipment or receipt) of groundfish and donated prohibited species caught in groundfish fisheries.**

In addition, a Registered Buyer must submit a separate PTR for each transfer (shipment only) of halibut or sablefish for which the Registered Buyer submitted an IFQ landing report or was required to submit an IFQ landing report.

A PTR is not required to accompany a shipment or offload.

Exemption: Bait sales (non-IFQ groundfish only).

The operator or manager may aggregate individual sales or transfers of non-IFQ groundfish to vessels for bait purposes during a day onto one PTR when recording the amount of such bait product **transferred from a vessel or facility** that day.

Exemption: Retail sales (non-IFQ groundfish only).

For retail sales destined for human consumption and weighing less than 10 lb or 4.5 kilograms, the operator, manager, or Registered Buyer may aggregate and record on one PTR, the amount of such retail product transferred during one calendar day.

Exemption: Wholesale sales (non-IFQ groundfish only).

The operator or manager may aggregate and record on one PTR, **wholesale sales of non-IFQ groundfish by species when recording the amount of such wholesale species leaving a vessel or facility in one calendar day**, if invoices detailing destinations for all of the product are available for inspection by an authorized officer.

Exemption: Registered Buyers.

Registered Buyers are not required to submit a PTR for "receipt" of IFQ halibut, CDQ halibut, or IFQ sablefish.

Exemption: Dockside sales.

A person holding a valid IFQ permit, IFQ card, and Registered Buyer permit may conduct a dockside sale of IFQ halibut or IFQ sablefish **with** a person who has not been issued a Registered Buyer permit **after all IFQ fish have been landed and reported in accordance with § 679.5(l).**

A person holding a valid CDQ permit, halibut CDQ card, and Registered Buyer permit may conduct a dockside sale of CDQ halibut with a person who has not been issued a Registered Buyer permit after all CDQ fish have been landed and reported in accordance with § 679.5(l).

A Registered Buyer conducting dockside sales must issue a receipt to each individual receiving IFQ halibut, **CDQ halibut**, or IFQ sablefish in lieu of a PTR. This receipt must include:

Date of sale or transfer

Registered Buyer permit number

Weight by product of the IFQ halibut, **CDQ halibut**, or IFQ sablefish transferred.
The Registered Buyer must maintain a copy of each dockside sales receipt as described in § 679.5(l).

Exemption: transfer directly from the landing site to a processing facility (CDQ halibut, IFQ halibut, or IFQ sablefish only).

A PTR is not required for transportation of unprocessed **IFQ halibut, IFQ sablefish, and CDQ halibut** directly from the landing site to a facility for processing, provided the following conditions are met:

A copy of the IFQ Landing Report receipt (Internet or transaction terminal receipt) documenting the IFQ landing accompanies the offloaded **IFQ halibut, IFQ sablefish, and CDQ halibut** while in transit.

A copy of the IFQ Landing Report receipt is available for inspection by an authorized officer.

The Registered Buyer submitting the IFQ Landing Report completes a PTR for each transfer from the processing facility of **IFQ**

halibut, IFQ sablefish, and CDQ halibut transported in this manner.

TIME LIMITS AND SUBMITTAL.

The operator of a mothership or catcher/processor, a Registered Buyer, or manager of a shoreside processor or stationary floating processor must:

Record on PTR. Record all product transfer information on a PTR within 2 hours of the completion of the transfer.

Submit original PTR. Submit by FAX or electronic file a copy of each PTR to:

OLE, Juneau, AK (907-586-7313)

by 1200 hours, A.l.t., on the Tuesday following the end of the applicable weekly reporting period in which the transfer occurred.

Submit revised PTR. Ensure that, if any information on the original PTR changes prior to the first destination of the shipment, a revised PTR is submitted by FAX or electronic file to:

OLE, Juneau, AK (907-586-7313)

by 1200 hours, A.l.t., on the Tuesday following the end of the applicable weekly reporting period in which the change occurred.

GENERAL INFORMATION.

The operator, manager, or Registered Buyer must record on a PTR whether:

- Whether original or revised PTR;
- Whether you are the shipper or receiver;

RECEIVER INFORMATION.

If documenting receipt of non-IFQ groundfish, the operator or manager must check "Receiver" and enter:

- Your representative's name, telephone number, and FAX number;
- Start and finish date and time of product transfer,
- Position of product transfer (if applicable),
- Port or location of transfer (location where transferred product is received) and:

Enter under "Receiver"	Enter under "Shipper"
Your processor's name, Federal fisheries or Federal processor permit	Other processor's name and Federal fisheries or Federal processor permit (if applicable)

SHIPPER INFORMATION.

If documenting transfer of product away from your facility or transfer of product off of your vessel, the operator, manager, or Registered Buyer must:

- Enter your representative's name, telephone number, and FAX number,
- Check "Shipper" and:

If you are ...	Enter under "Shipper" ...
Shipping non-IFQ groundfish	Your processor's name, Federal fisheries or Federal processor permit number
Shipping IFQ halibut, CDQ halibut or IFQ sablefish	Your Registered Buyer name and permit number
Shipping both non-IFQ groundfish and IFQ halibut, CDQ halibut or IFQ sablefish on the same PTR	Your processor's name and Federal fisheries permit number or Federal processor permit number; or Registered Buyer's name and permit number

Using descriptions from the following table, enter receiver information, date and time of product transfer, port or location of product transfer (location from which transferred product is shipped), mode of transportation, and intended route.

NOTE

If a transfer involves a single destination but requires loading on multiple vans, trucks, or airline flights, record the transfer on a single PTR page.

If you are the shipper and ...	Then enter ...			
	Receiver	Date & Time of Product Transfer	Location of Product Transfer	Mode of Transportation & Intended Route
Receiver is on land and transfer involves one van, truck, or vehicle	Receiver name and Federal fisheries or Federal processor permit number (if any)	Date and time when shipment leaves the plant	Port or city of product transfer	Name of the shipping company; destination city and state or foreign country
Receiver is on land and transfer involves multiple vans or trucks	Receiver name and Federal fisheries or Federal processor permit number (if any)	Date and time when loading of vans or trucks is completed each day	Port or city of product transfer	Name of the shipping company; destination city and state or foreign country
Receiver is on land and transfer involves one airline flight	Receiver name and Federal fisheries or Federal processor permit number (if any)	Date and time when shipment leaves the plant	Port or city of product transfer	Name of the airline company; destination airport city and state
Receiver is on land and transfer involves multiple airline flights	Receiver name and Federal fisheries or Federal processor permit number (if any)	Date and time of shipment when the last airline flight of the day leaves	Port or city of product transfer	Name of the airline company(s); destination airport(s) city and state
Receiver is a vessel and transfer occurs at sea	Vessel name and call sign	Start and finish dates and times of transfer	Transfer position coordinates in latitude and longitude, in degrees and minutes	The first destination of the vessel
Receiver is a vessel and transfer takes place in port	Vessel name and call sign	Start and finish dates and times of transfer	Port or position of product transfer	The first destination of the vessel
Receiver is an agent (buyer, distributor, or shipping agent) and transfer is in a containerized van	Agent name and location (city, state)	Transfer start and finish dates and times	Port, city, or position of product transfer	Name (if available) of the vessel transporting the van; destination port

If you are the shipper and ...	Then enter ...			
	Receiver	Date & Time of Product Transfer	Location of Product Transfer	Mode of Transportation & Intended Route
You are aggregating individual retail sales for human consumption in quantities less than 10 lb (0.0045 mt) per sale during a day onto one PTR	“RETAIL SALES”	Time of the first sale of the day; time of the last sale of the day	Port or city of product transfer	n/a
You are aggregating individual bait sales during a day onto one PTR (non-IFQ groundfish only)	“BAIT SALES”	Time of the first sale of the day; time of the last sale of the day	Port or city of product transfer	n/a
<u>Non-IFQ Groundfish only.</u> You are aggregating wholesale non-IFQ groundfish product sales by species during a single day onto one PTR and maintaining for inspection by an authorized officer, invoices detailing destinations for all of the product	“WHOLESALE SALES”	Time of the first sale of the day; time of the last sale of the day	Port or city of product transfer	n/a

PRODUCTS SHIPPED OR RECEIVED

The operator, manager, or Registered Buyer must record the following information for each product transferred:

Species code and product code.

The species code and product code (see Tables 1 and 2).

Do not record on PTR
products identified by the
product codes 41, 42, 98, or 99.

Species weight.

DO NOT USE THIS COLUMN if you are aggregating daily wholesale shipments onto one PTR.

DO NOT USE THIS COLUMN if you are shipping the same kind of product made from the same kind of species to one customer.

USE THIS COLUMN if you are shipping two or more species with one or more product types in one box to the same customer.

This column to be used only for recording the actual scale weight of each product of each species to the nearest kilogram or pound (indicate which).

If not applicable, enter “n/a” in the species weight column.

If using more than one line to record species in one carton, use a bracket “}” to tie the carton information together.

Number of units.

Total number of production units (blocks, trays, pans, individual fish, boxes, or cartons; if iced, enter number of totes or containers).

Unit weight.

Unit weight (average weight of single production unit as listed in “No. of Units” less packing materials) for each species and product code in kilograms or pounds (indicate which).

Total weight.

Total weight for each species and product code of shipment less packing materials in kilograms or pounds (indicate which).

Total or partial offload.

Use only if a mothership or catcher/processor. If a mothership or catcher/processor, the operator must indicate whether the transfer is a total or partial offload.

If a partial offload, for the products remaining on board after the transfer, the operator must enter:

Species code

Product code

Total product weight to the nearest kilogram or pound (indicate which) for each product.

To calculate metric tons from pounds:

$$\frac{\text{No. cartons} \times \text{average carton weight (lb)}}{2,204.6}$$

To calculate metric tons from kilograms:

$$\frac{(\text{No. cartons} \times \text{average carton weight (kg)})}{1,000}$$